



CODE OF CONDUCT

It is the policy of Ssafe Haven Society for Reptiles and Amphibians to deny membership to any individual who has been convicted of a Criminal Offence.

All current and prospective members and/or volunteers ages 18 and older shall furnish to Ssafe Haven Society for Reptiles and Amphibians proof that he/she has not been convicted of any such offence in the form of an official Criminal Background Check. Proof must be furnished within ninety (90) days of the effective date of this policy. Prospective members must furnish this same proof within thirty (30) days of the submission of their membership application. Proof shall be supplied to the membership coordinator. All members shall furnish Criminal Background Checks to the membership coordinator once every three (3) years. Non compliance with this section will result in termination of the individual's membership in Ssafe Haven Society for Reptiles and Amphibians.

It is the responsibility of the prospective member to arrange and pay for the Police Criminal Background Check in order to establish that he/she has not been convicted of a criminal offence as set forth in the preceding paragraph.

Ssafe Haven Society for Reptiles and Amphibians reserves the right to remove any member or volunteer from membership for violating any of the terms set forth below and any potential member may be denied membership for any reason at the sole discretion of Ssafe Haven Society for Reptiles and Amphibians.

- 1. Please treat all Ssafe Haven members and volunteers with respect and maintain a high degree of professionalism at all times.** As a team we are all responsible for the success of our organization and our actions should always be supportive of each other and reflect Ssafe Haven's mandate. If any issues arise please address them as soon as possible, either directly with the membership coordinator or by resolving the issue calmly and privately between affected members. Using offensive language or behavior will have consequences and may include removing the offending member either temporarily or permanently from membership. Please ensure good communication at all times and make every effort to maintain a professional working relationship with team members.
- 2. Prohibited and illegal animals are not permitted to attend reptile shows, fundraisers or society events.** In keeping with Bylaw A-300 Respecting Animals and both provincial and federal laws surrounding captive wildlife, members are not permitted to bring or display prohibited or illegal species of reptiles/amphibians at any public or private event hosted by Ssafe Haven Society. This includes but is not limited to native wildlife, endangered or protected reptiles, venomous reptiles, lizards that grow to over 2.0 meters, snakes that grow to over 3.3 meters (even if microchipped and grandfathered in), arachnids and insects considered to be venomous, hognose snakes, rufous beaked snakes, green and yellow anacondas, reticulated pythons, african rock pythons, burmese pythons, indian pythons and amethyst pythons.

Ssafe Haven Society for Reptiles and Amphibians

Elizabeth Grant & Tanya Sands, Membership Coordinators

Elizabeth: liznbiff@hotmail.com or (902) 579-9494 | Tanya: tsands73@gmail.com or (902) 719-2397



3. **Please be aware of and respect the bylaws where you are located. In the Halifax Regional Municipality, reptile and amphibian pets must be kept in escape-proof containers at all times when transporting them off your property.** Members are representatives of Ssafe Haven Society, even when not acting officially. We must recognize and maintain all municipal, provincial and federal laws regarding reptiles and amphibians at all times. It is illegal to host an outdoor event or display your animals in a location within the HRM that is open to the outside. When bringing your reptiles and amphibians from your home, they must be housed in an enclosed space where there is no chance for escape; leashes are not sufficient. Please note this bylaw does not apply when outside on your own property. Violations by other members or the general public must be immediately reported to the membership coordinators.
4. **Please wear your Ssafe Haven apparel to all fundraisers, shows and society-related events** so that we stand out as a team and as the “go-to” people for the reptiles. If you do not have your society clothing, you are asked to wear either plain black apparel or loaner uniform if your size is available.
5. **Do not wear your Ssafe Haven apparel to inappropriate locations or events.** Ssafe Haven Society is always in the public eye and regularly featured in the media (which does not always display reptiles in a positive light). Members represent Ssafe Haven Society whenever we wear our society apparel. It is important to behave professionally when wearing the uniform and it must not be worn to events or locations considered questionable by the public (ie. adult clubs, liquor stores, etc.).
6. **All requests for reptile/amphibian adoption or rescue on behalf of Ssafe Haven Society must be forwarded to a membership coordinator.** Members may adopt or rescue an animal privately or accompany the membership coordinators on site; however, all society-related rescues and adoptions must be immediately referred to one or both membership coordinators. Adoptions or rescues must not be done independently by a member unless it is a private arrangement or the animal is in immediate and urgent danger. Society-related activities must follow specific criteria, including completion of appropriate paperwork, documentation by photographs and witnesses in the case of a rescue, as well as following protocol when dealing with local and regional organizations, pet owners, and members of the public. This protocol must be followed due to any legal issues that may arise during the process.
7. **Ssafe Haven Society does not accept requests for boarding; however, members can do so privately and of their own liability.** Our Consent Form for Boarders was designed solely for boarding reptiles and amphibians in special circumstances, including disasters or emergency situations where we must act quickly and urgently. Members are permitted to design a generic version of the consent form to use for their own personal protection from liability provided that Ssafe Haven Society’s name does not appear on the form.

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8. **All correspondence relating to Ssafe Haven Society (both electronic and hard copy) must be pre-approved before distribution to outside parties, except in special circumstances.** This includes proposed ideas for fundraisers, reptile shows and adoption-related issues. Correspondence must be carefully edited and approved, especially when dealing with members of the public, government or media.
9. **Dismissal of a member of Ssafe Haven Society requires a majority vote from the core group.** The membership coordinators are not solely responsible for the decision to remove an individual from membership in Ssafe Haven Society if a member's conduct results in a recommendation for dismissal. Core group members will be notified of the member's offending behavior and the details of the incident, and will be required to vote. A majority of "yes" votes is required for dismissal. Membership coordinators will then notify the team member of the core group's final decision in writing. If the offending member is a member of the core group, the general membership vote may be required.
10. **RSVP your attendance to a membership coordinator prior to any reptile shows** and advise what reptiles you are bringing. When e-mail requests are sent to members please respond in a timely manner, as our events are planned based on attendance. If e-mail is not convenient for you, please suggest an alternative means of communication that works best for you (ie. telephone).
11. **At least one member of the core team must be in attendance for all reptile shows, fundraisers and educational events that are hosted on behalf of Ssafe Haven Society.** The membership coordinators are responsible for the conduct and liability of team members and the general public, and must remain on-site to deal with potential issues that may arise. Except in special circumstances, if at least one membership coordinator cannot be present for a scheduled event, a member of the core team must be present or the event must either be cancelled or postponed. A membership coordinator must give written approval for any requests to host reptile shows in his or her absence.
12. **Members are welcome to bring their own reptiles to our society's reptile shows or choose to help other members with their pets** provided that the animals are presumed to be in good health and have not been in close contact with any unfamiliar or sick reptiles in the last 3-6 months. To ensure proper supervision, large reptile shows should either be hands-off or restricted to one person at a time per reptile wherever possible.
13. **Only Ssafe Haven members are permitted to bring their own reptiles to co-host reptile shows and events.** Members are covered under Ssafe Haven's liability insurance and inviting non-members to co-host events is prohibited, as it would void our insurance. Friends and family are requested to wait outside of the area where the event will be held.
14. **Please do your best to be on time.** It is unprofessional and disruptive for a team member to arrive during our introductions at a reptile presentation. All efforts should be made to avoid this. Please note that carpooling is available with advance notice.

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15. **Please be respectful and do not talk, whisper or carry on with other members while a team member is speaking.** This can be very distracting for both the presenter and the audience. It is important that children focus on the speaker in order to learn the rules for handling animals and minimize the risk of accidents.

16. **As a team, we are all responsible not only for our own animals, but also other members' pets.** Please remain close to whatever reptiles you are assigned to at all times and do not let the individual wander or walk away with them out of your immediate reach. If you see a child being too rough or handling a reptile inappropriately, even if the animal does not belong to you, please take the initiative and seize the animal, warn the child, or take appropriate action to ensure the animals' continued welfare and safety.

17. **You are not required to allow your pet to be handled at shows.** If you do not feel comfortable handing off your reptile to the public, you do not need to. The animal can be for show only. If this is the case, your container should be clearly labeled "For Viewing Only", along with the species name, name of your pet, and any factual information.

Please complete and return an original signed copy of this document to the membership coordinator if you have read and agree to the terms as outlined in the Code of Conduct. Children ages 16 and under require a signature from a parent or guardian. Every effort should be made to explain to them the Code of Conduct so they fully understand what is expected of them as members.

I am a member of the Ssafe Haven Society for Reptiles and Amphibians and I have read and understand the above Code of Conduct. All of my questions have been answered to my satisfaction. I hereby agree to comply with the rules set forth herein to the best of my ability. I also understand that an infraction of these rules may lead to disciplinary action and/or dismissal to the discretion of the membership coordinators.

 Print Name of Member

 Signature of Member

 Date

 Print Name of Parent or Guardian
 (if member is under the age of 18)

 Signature of Parent of Guardian (if applicable)

 Date

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